

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

January 1, 2017 - March 31, 2017



1) Travel and Business Related Expenses

This includes all reimbursable expenses for travel activities while on SAIT business, attendance at and/or presenting at conferences, and participating with professional organizations.
 Other Transportation includes public transportation, rental cars, taxi, car service fees, parking, mileage, etc.
 Meals at SAIT are based on approved receipts for each meal incurred while on business travel.
 Other includes conference registration fees.

Position	Dates	Purpose	Destination	Other					Total
				Airfare	Transportation	Accommodation	Meals	Other	
President and CEO	Nov, 2016	CBIE Conference and Polytechnics Canada 2016	Ottawa		\$20.00				\$20.00
President and CEO	Nov, 2016	Meeting with PSI Presidents and Deputy Minister	Edmonton				\$9.62		\$9.62
President and CEO	Feb, 2017	CBIE Board meeting/CICan and Polytechnics Canada	Ottawa		\$139.06		\$80.58	\$995.00	\$1,214.64
President and CEO	Feb, 2017	Meeting with President of Asia Pacific Foundation	Vancouver	\$304.63	\$446.32	\$807.24			\$1,558.19
President and CEO	Feb, 2017	Business in Higher Education meeting	London		\$200.51	\$651.94	\$112.25		\$964.70
President and CEO	Mar, 2017	League for Innovation Conference	San Francisco	\$928.01	\$233.28	\$984.33	\$59.23	\$816.33	\$3,021.18
President and CEO	Mar, 2017	Council on Post Secondary Presidents of Alberta	Edmonton		\$81.61	\$302.00	\$44.71		\$428.32
President and CEO	Mar, 2017	League for Innovation Board Meeting	Cleveland	\$1,996.11	\$142.85	\$558.83	\$52.27		\$2,750.06
President and CEO	Mar, 2017	Meeting with Camosun college	Victoria		\$7.75		\$3.84		\$11.59
+ -								Total	\$9,978.30

2) Hosting and Working Session Expenses

SAIT provides for hosting and working session expenses to be reimbursed for SAIT business activity. Business activity can include meetings with external parties and SAIT employees.

Position	Dates	Purpose	Location	Amount
President and CEO	Jan, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$99.02
President and CEO	Jan, 2017	Meal Expense - External Meeting - 4 people	Calgary	\$92.98
President and CEO	Jan, 2017	Parking - External Meeting - 4 meetings	Calgary	\$34.00
President and CEO	Feb, 2017	Meal Expense - External Meeting - 3 people	Vancouver	\$62.33
President and CEO	Feb, 2017	Meal Expense - External Meeting - 2 people	Vancouver	\$52.32
President and CEO	Mar, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$51.63
President and CEO	Mar, 2017	Parking - External Meeting	Calgary	\$6.00
			Total	\$398.28